

Senior Officer, HR & Administration

JTC Summit (near Jurong East MRT station)

Responsibilities:

- Planning for staff learning and development and talent management
- Handle recruitment activities and staff joining process
- Assist in employee relations, benefits and staff communication
- Any other full spectrum of HR functions inclusive of HR Policies, Internship, Performance Appraisal, and Monthly Reports
- Any other ad-hoc HR & Admin tasks as assigned

Requirements:

- Preferably Diploma in Human Resource Management / Business Studies or equivalent with 3 to 5 years of relevant HR Experience
- Good command of English
- Good knowledge of Singapore Employment Act and Industrial Relations Act
- Proficient in MS Office especially Excel, Words and PowerPoint
- Proactive, responsible, positive attitude, resourceful, and independent
- Able to handle stress and willing to meet urgent task with extra effort and time

Others:

- 5-day work week
- Willingness to travel to Station Office (Jurong Island) whenever required
- For travelling to Jurong Island: Company transport is provided at Jurong East MRT station

Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to

HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

